



**Town of Southampton**  
18 Jackson Avenue  
Hampton Bays, NY 11946  
**DEPARTMENT OF FIRE PREVENTION**  
Telephone 631 702-2948  
Fax 631 728-3688

**CHERYL KRAFT**  
Chief Fire Marshal  
631-702-2920

**\*TENT APPLICATION:** is hereby made by the undersigned for a permit, required by Chapter 164, Article 1, section 164-5 of the Code of the Town of Southampton for the following purpose of erecting a tent/canopy/awning.  
**Size of tent/canopy/awning (circle one):** \_\_\_\_\_ **How Many:** \_\_\_\_\_ **/ Color of Fabric:** \_\_\_\_\_

**Will the following be provided: Side panels?** Yes [ ] No [ ] **Generator:** Yes [ ] No [ ]

**Electrical Lighting:** Yes [ ] No [ ] **Heating Equipment:** Yes [ ] No [ ]

**Proof of Workers Compensation Compliance must be submitted with application, unless on file.**

**SPECIAL REQUIREMENTS** (See List page 2)

**\*NOTE:** This permit is for the use of a tent/canopy/awning as described. **This permit is independent of zoning regulations and is not intended to infer that the use of a tent/canopy/awning is permitted use under zoning regulations.** Additional permits may be required for special events; please contact the Town Clerk at #287-5740.

APPLICANT: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME OF BUSINESS/ORGANIZATION/OWNER: \_\_\_\_\_

**LOCATION OF EVENT:** \_\_\_\_\_

OWNER OF THIS LOCATION: \_\_\_\_\_ PHONE: \_\_\_\_\_

(address other than event of location): \_\_\_\_\_

ACTIVITY PLANNED: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

DATE(s) & APPROXIMATE TIME TENT(s) IS TO USED: \_\_\_\_\_

DATE(s) & APPROXIMATE TIME TENT(s) IS TO ERECTED: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**Fees: Residential – Less than 1,000 sq. ft. \$45.00 / 1,000 to 5,000 sq. ft. for first tent \$120.00**  
**5,000 to 10,000 sq. ft. \$200.00 for first tent / 10,000 sq. ft. or greater \$250.00**  
**Each additional tent \$60.00 / Late Fee: Less than 48 hours notice \$25.00**  
**Commercial – First tent less than 1,000 sq. ft. \$175.00 / 1,000 to 5,000 sq. ft. for first tent \$200.00**  
**5,000 to 10,000 sq. ft. \$200.00 for first tent / 10,000 sq. ft. or greater \$250.00**  
**Each additional tent \$125.00 / Late Fee: Less than 48 hours notice \$50.00**

**MAKE CHECK PAYABLE TO: TOWN OF SOUTHAMPTON**

OFFICE USE ONLY:

**FEE:** Residential \_\_\_\_\_

**FEE:** Commercial \_\_\_\_\_

**PERMIT#:** \_\_\_\_\_

**DATE ISSUED:** \_\_\_\_\_

**DATE EXPIRED:** \_\_\_\_\_

**THIS PERMIT IS GRANTED AND ACCEPTED UNDER THE FOLLOWING CONDITIONS:**

1. Tent(s) and canopies shall be erected and used in conformity with the NYS Uniform Fire Prevention and Building Code.
2. Tent(s) and canopies shall be flame resistant. Prior to erection certificates of flame spread rating shall be on file with the Fire Marshall's Office and a current affidavit attesting to the fact that these documents represent all fabrics in use by this company. In addition, they shall have permanently sewn into each panel or piece making up the tent or canopy an acceptable label attesting to such.
3. Exits shall be clearly marked and illuminated and open to a free and clear area. The number and size of the exits shall be appropriate to the occupant load.
4. Tent(s) and canopies shall not be installed in driveways or any locations that would block access to property and other structures by emergency vehicles.
5. Combustible vegetation shall be removed from the area occupied by the tent(s) or canopies and from areas within thirty feet of such structure.
6. Open flame devices, including candles and cooking devices, are **NOT** permitted inside or within twenty feet of the tent(s) or canopies while such structure is occupied unless there is prior approval from the Fire Marshal's office. Equipment or candles that the organizer, decorator or caterer may believe to be suitable must be submitted to this office for approval at least 48 hours in advance.
7. Combustible materials for decorative purposes are NOT permitted. All decorations shall be composed of flame resistant material or shall be treated with a flame retardant in an approved manner and meet the requirements for flame spread resistance as determined in accordance with NPFA 701 and such flame resistance shall be effective for the period specified by the permit.
8. Portable fire extinguishers (minimum rating of 2A40BC) shall be provided and installed immediately following installation.
9. All electrical wiring and equipment shall be installed and maintained in accordance with the National Electrical Code.
10. Guy wires, stakes and any other support equipment adjacent to or in the path of exit travel must be effectively enclosed, capped or guarded.
11. There is **NO SMOKING** under the tent(s).
12. There is **NO COOKING** under the assembly tent(s). All tents used for cooking are compliant with Chapter 24 of the Fire Code of New York State.
13. If in excess of two hundred seats are provided, they shall be fastened together in groups of not less than three.
14. The Fire Marshal or designee is hereby authorized to enter on to the premises indicated on this permit to ascertain compliance with applicable laws and conditions of the permit.
15. **STREET NUMBER MUST BE INCLUDED ON LOCATION OF EVENT and POSTED SO AS TO BE NOT LESS THAN 4' IN HEIGHT AND CLEARLY VISIBLE FROM THE ROADWAY.**
16. As per Section 57 and Section 200 of the NYS Workers' Compensation Law, Section 57 and Section 220 of the New York State Workers' Compensation Law and Section 125 of the General Municipal Law effectively immediately we will be requiring that either a valid certificate proving compliance be on file or that one be submitted with the application.